

**ENY/ACRL Board Meeting**  
**February 25, 2013**  
**9:15 a.m.**  
**Syracuse University Library, Room 123, and by Conference Call**

**Present:** Suzanne Preate, Kathryn Frederick, Tasha Cooper, John Cosgrove, Jane Kessler, Yu-Hui Chen, Bill Walker

**Excused:** Kathryn Johns-Masters, Susan Kline

Tasha Cooper called the meeting to order at 9:23 am.

### 1. Additions to the agenda

No additions.

### 2. Approval of minutes of the November 9, 2012 meeting.

No corrections. Jane moved to approve the minutes as submitted. The motion was seconded by Suzanne.

### 3. Committee Reports

#### **Program Planning – Jane Kessler**

We have almost all the program details set. Steven Bell is our keynote speaker and Alex Wright will be another speaker. Both will do breakout sessions. We are talking with Stephanie Hartman of the library UX department at MIT about doing a breakout, as well as someone from EBSCO's UX department.

The call for posters and lightning rounds has gone out. The UA Library Dean has arranged for the Provost to welcome the conference attendees.

The preconference dinner will be at the Albany Pump Station. The lunch will be a sandwich buffet, with a variety of wraps (including vegetarian), salads, chips, and cookies.

We have updated the conference budget and at a registration fee of \$40 we are breaking even. We are updating the web pages as details become available.

We would like to have plans in place in case our speakers draw more attendees than in the past. We are limited by the size of the room for lunch (about 130). One option we discussed was charging \$25 to hear the morning speakers.

Next up is sending out the save the date email and setting up the registration form.

Jane wondered what the plan would be if the conference draws more people than it has in the past. We might conceivably get more people than the room reserved for lunch will accommodate. If that is the

case, we may need to have business meeting before or after lunch and have people eat outside the designated area.

Jane also wondered how the registration form is handled. Kathryn explained that it is managed in Formstack, but that the form is not turned on right now. Additions to the registration form will include an option to have people select which breakout session they are most interested in and whether they are a new or renewing member.

Tasha wondered we could cut down on plastic bottles by using pitchers for drinks. Jane is already looking into that.

Jane asked when a save the date should be sent and whether it needed to include all speakers. The save the date will be transmitted electronically this year. The board agreed that the save the date should be sent out as soon as possible.

### **Communications – Kathryn Frederick**

Kathryn reminded the board to get newsletter submissions in by March 11<sup>th</sup>. She is expecting a President's Letter from Tasha, a conference overview from Jane and 2013/2104 board candidates from John. Kathryn will work with John to get a call for nominations for the Library Innovation Award into the newsletter. Jason Kramer submitted an article. Kathryn will work with Tasha on writing an introductory paragraph that describes the nature of our agreement with NYSHEI . We would also like to include an overview of the Open Access event at University at Albany last fall in the newsletter. Tasha will talk to Irina about putting something together. Kathryn will write up a summary of the fall brown bag lunches.

### **Government Relations – Bill Walker**

Nothing to report.

### **Membership – Suzanne Preate**

Suzanne has sent John email address for the membership for sending ballots. When committee members are recruited, please remind them that their membership needs to stay current. Perhaps something could be included in the board handbook to indicate that. Suzanne and Kathryn will work on an item for the newsletter about recruiting new members. Yu-Hui asked whether the section president needs to be a national ACRL member. John will double-check on whether the president (and other board members) need to be members of ACRL and report back.

## **4. Officer Reports**

### **President – Natasha Cooper**

Tasha has sent out notes from Chapters Council meeting. Tim Dodge shared information about ACRL's legislative advocate program. Bill will look into details/success potential of the program and report back. The Chapters Council also discussed their procedure manual and agreed it was in need of an update. Tasha and others are working to update. Tasha connected with the President of Metro ACRL and will be following up to discuss ways in which NY state chapters might work together.

**VP/Program Chair – Jane Kessler**

Nothing to add.

**Past President – John Cosgrove**

John will be sending out bios of candidates. We do not need the membership to vote in uncontested elections per our bylaws change from last year. John's suggested sending out a ballot on the bylaws changes via email. If people want to vote anonymously, they can print the ballot and mail it to John. The board agreed that this made sense. John suggested reinstating the standing committee on elections and awards and volunteered to be on that committee moving forward. The board agreed that the committee should be reinstated.

**Secretary – Kathryn Johns-Masten**

[excused]

**Treasurer – Yu-Hui Chen**

Yu-Hui has filed the IRS forms necessary to keep our status up to date. Our current balance is \$18,752.31. Yu-Hui has a couple items to add to the officer's handbook regarding the calendar in the treasurer section.

**Archivist – Susan Kline**

[excused]

Report sent via email: "I will report that I have added various born digital materials we have been circulating to the "Archives" folder in the Dropbox. It is not completely organized yet, but there is more there."

**5. Old business**

**Officers Handbook and Conference Planning Handbook**

There are several changes/additions that need to be made. We will open the handbooks up for edits again until the end of the week.

**Bylaws revision**

Bylaws changes are ready to go out.

### **Budget discussion**

The board discussed whether the spring conference should break even. We will revisit this question yearly to determine where we stand. Conference planners will be encouraged to break even and to bring to the board any requests for funding that go beyond the amount the conference is expected to take in. These exceptions might include high-caliber speakers. Decisions will be made in relation to the overall budget.

### **Website host**

Our current hosting expires in late summer. Kathryn will transition the web site at the point.

### **ACRL web casts**

The board discussed how this ACRL benefit might be made available to chapter members. The webcast needs to be hosted in a specific location. We could put a call out to see if anyone is interested in hosting. We need more information first. Can we host it at 3 locations (ie, for brown bags?) instead of one? Are the recordings available afterwards? Tasha will follow up on these questions and report back.

### **Assessment/evaluation/research methods events**

Tasha spoke to Danuta Nitecki about doing a class on research methods. Barbara Kwasnik is also interested in doing an in-person research methods session.

## **6. New Business**

### **Vendor registration donation**

Two registrations for the spring conference have been donated by vendor. The board agreed to offer the registrations as raffle prizes in lieu of the usual reimbursement for a library-related conference prize.

## **7. Next meeting**

The next meeting will be held at the spring conference on May 20<sup>th</sup>, 2013 at the downtown campus of the University at Albany.

## **8. Adjournment**

John made the motion to adjourn. The motion was seconded by Kathryn. The meeting was adjourned at 11:04 am.